

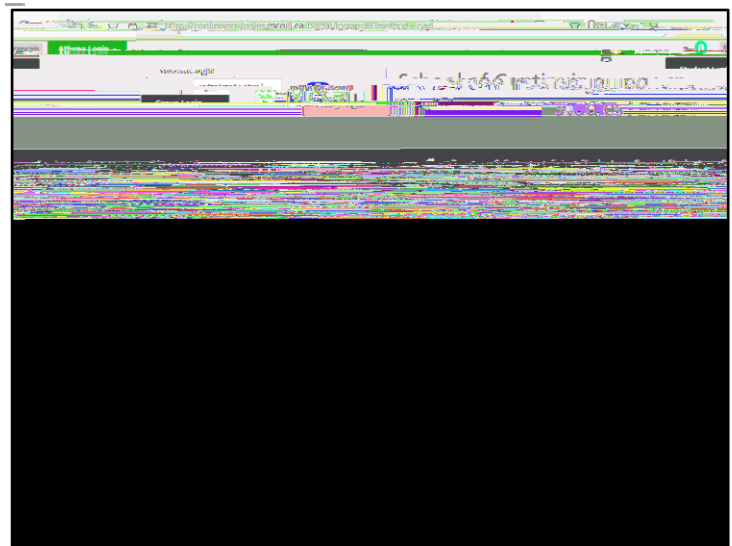
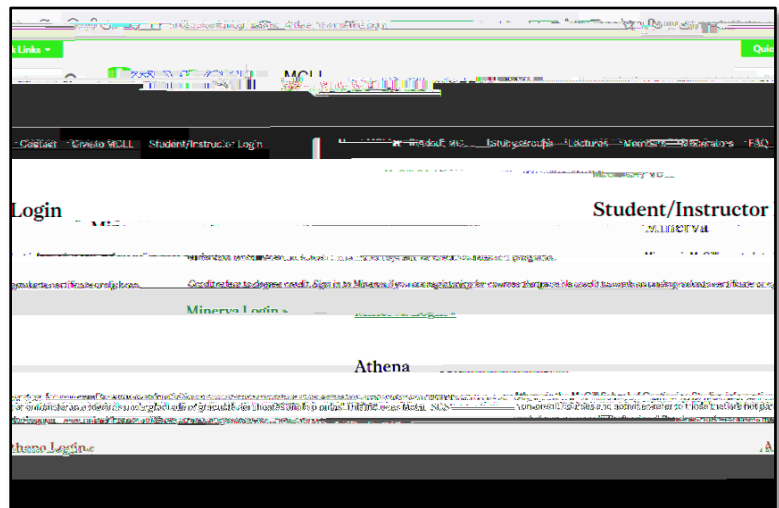
# How to Access the Instructor Portal for MCLL Hosts & Moderators

The Instructor Portal provides an easy way to communicate with your study group participants. You need an active McGill email address and password and be one of the course instructors.

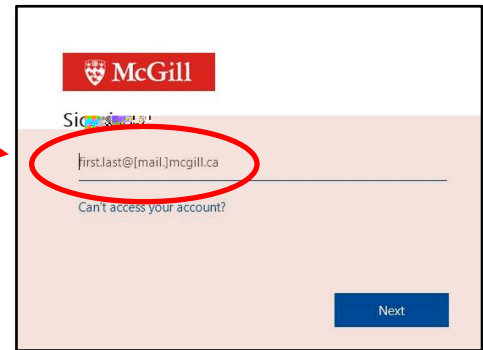
If you don't have an active McGill email - [How to activate your McGill email](#)

You may need to use 2 factor authentication - [How to set up 2FA](#)

**NOTE TO HOSTS:** If you access the Instructor Portal and are not currently logged into Zoom, you'll be logged into your student Zoom account. To access an MCLL account, log out first.

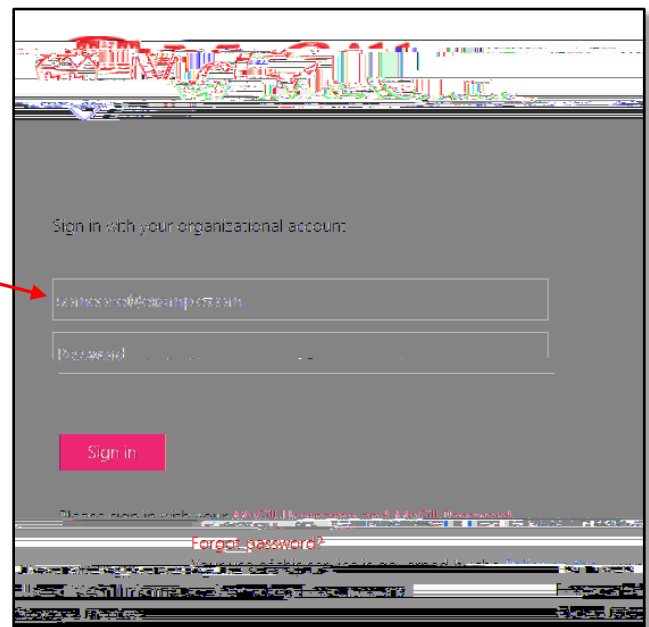


4. Sign in with your McGill email.  
Click Next



The image shows the McGill sign-in page. At the top left is the McGill logo. Below it, the text "Sign in with:" is followed by a text input field containing the email address "firstlast@mail.mcgill.ca". Below the email field is a link that says "Can't access your account?". At the bottom right of the form is a blue button labeled "Next". A red arrow points from the text "Click Next" to the "Next" button. Another red arrow points from the text "Sign in with your McGill email." to the email input field, which is circled in red.

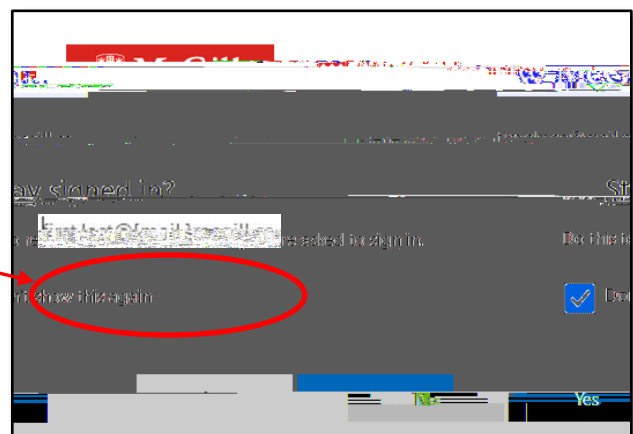
5. Enter your McGill email address  
and password. Click sign in.



The image shows the McGill sign-in page with the email and password fields filled out. The email field contains "firstlast@mail.mcgill.ca" and the password field contains "password". Below the password field is a pink button labeled "Sign in". At the bottom of the page, there is a link that says "Forgot password?". A red arrow points from the text "Click sign in." to the "Sign in" button. Another red arrow points from the text "Enter your McGill email address and password." to the email input field.

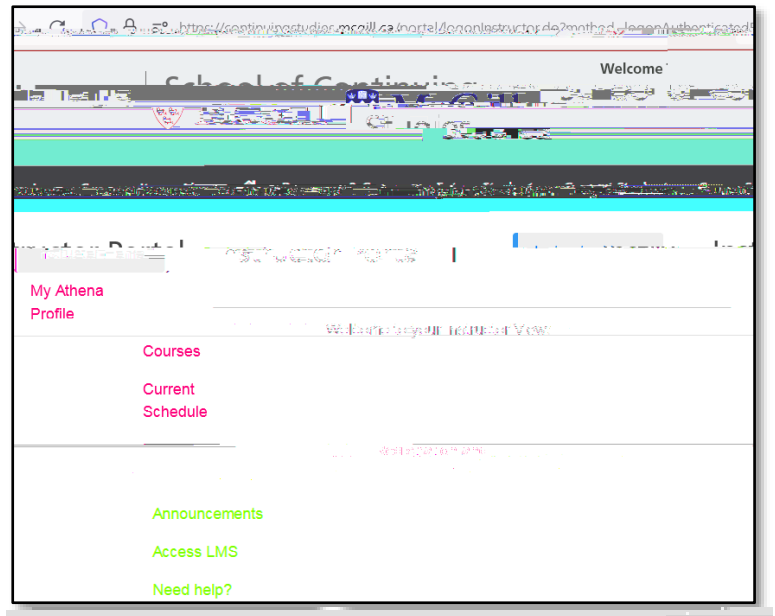
6. If you see this, click

The Instructor Portal always signs  
you out after a period of inactivity.

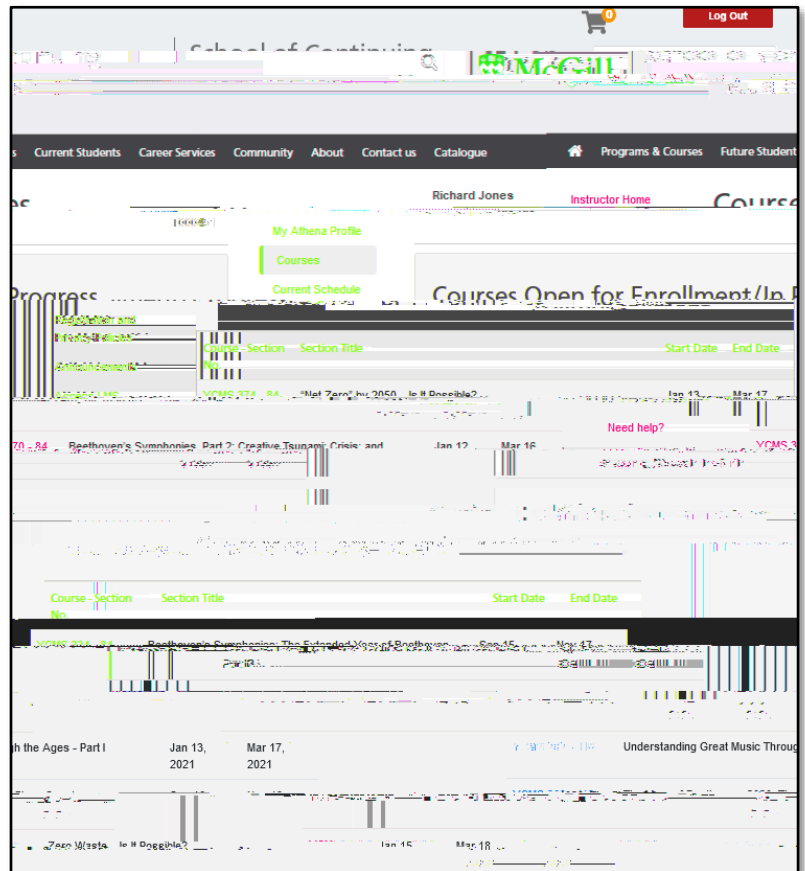


The image shows a sign-out confirmation dialog box. The text in the dialog says "You have been signed out of the Instructor Portal. Do you want to sign in again?". Below the text is a checkbox that is checked, with the label "Sign in again". At the bottom right of the dialog is a blue button labeled "Yes". A red arrow points from the text "click" to the "Sign in again" checkbox, which is circled in red.

7. At the Instructor Portal, click on Courses



8. Click on the Course - Section No. you want to access



9. Click on Class List to see who is currently registered. There may be a delay, be patient.

Click on Name or Date Added

